

Further information on these volunteer positions can be found on the next few pages. Please do not consider the suggested qualifications in any job category as minimum requirements. Every task has different activities associated with it; if you are interested merely list the job on the application.

DIVISION: ADMINISTRATION

Account Clerk
Accreditation Support
Administrative Assistant
Archivist
Budget Analyst
Fire Historian
Fire Museum Docent
Fundraising Coordinator
Geographic Information Systems (GIS)
Administrative Support
Web design/maintenance volunteer
Grant Writer
Newsletter Editor
Office Assistant
Critical Incident Stress Management
Information Technology Specialist
Photographer/Videographer

DIVISION: FIRE PREVENTION

Fire Prevention Coordinator
Home Fire Safety Coordinator
School Fire Safety Coordinator
Translator/Interpreter
Abandoned Vehicle/Weed Abatement Program
Volunteer
Public Relations Coordinator
Special Events Coordinator
Program Coordinator
Customer Service Representative
Fire Lobby Greeter
Construction Volunteer

DIVISION: OPERATIONS SUPPORT

SERVICES /

EMERGENCY INCIDENT

Crisis Intervention Specialist
Food Unit Coordinator
Information Officer Support Volunteer
Facilities Unit volunteer
Ground Support Volunteer
IT Technical
Messenger Volunteer
Radio Operator Check in Station Volunteer
Weather Spotter
Damage Inspection Team Volunteer
Responder Rehabilitator
Supply Unit Volunteer

DIVISION: TRAINING INTERNAL

Adjunct Faculty
Audio/Visual Support Technician
Course Support Specialist
Department Librarian
E-Learning Specialist
Fire/EMS Training Role Player
Language Instructors, Tutors, and Interpretive
Services
Records Management Specialist
Training Materials Publisher

DIVISION: LOGISTICS-SUPPORT

Mechanics Assistant
Warehouse Operations Volunteer
PPE Technician/Records Volunteer
SCBA Assistant Volunteer
Vintage Fire Apparatus Restoration

CATEGORY: ADMINISTRATION

Title: Account Clerk

Assists with accounting, bookkeeping, data entry, accounts receivable, and customer service.

Qualifications: Related work experience and knowledge of basic bookkeeping and accounting principles; basic knowledge of Microsoft Excel and Word.

Title: Accreditation Support

Assists with the provision of accreditation support to the Fire Chief and Executive Staff, i.e. during the Center for Public Safety Excellence self-assessment process or other local/regional accreditation process.

Qualifications: Ability to read and write English proficiently; basic computer word processing skills.

Title: Administrative Assistant

Assists with office management, scheduling, meeting facilitation, meeting coordination, research, report writing, and document proof-reading.

Qualifications: Related work experience; good customer service skills; good writing and public speaking skills; self-starter; accomplishes work assignments with limited supervision.

Title: Archivist

Compiles photos, news clippings, video, audio, historical, and other items and archives in binders, storage facilities, data files, etc.

Qualifications: Good organizational skills and ability to use computer databases.

Title: Budget Analyst

Assists in the analysis and preparation of budgets and related documents.

Qualifications: Knowledge of principals, practices, methods, and terminology used in public accounting and financial management.

Title: Critical Incident Stress Management

Provides CISM counseling to department members following significant incidents.

Qualifications: Must be licensed mental health professional with background or coursework in CISM or may be chaplain with coursework in CISM.

Title: Fire Historian

Researches history of fire service and fire service operations in the community; may develop displays for museums or fire stations of a historical nature; gathers information and display materials of historical significance.

Qualifications: Able to conduct research and prepare documentation of fire service history.

Title: Fire Museum Docent

Assists with the establishment of displays at public museums; describes historical fire operations and uses of equipment on display.

Qualifications: Good public speaking skills; familiarity with historical operations; ability to describe operations and equipment; outgoing personality.

Title: Fundraising Coordinator

Assists with scheduling, promotion, organization, and direction of fundraising activities.

Qualifications: Marketing/advertising skills and experience; outgoing, affable personality; organized and can work unsupervised; good communication skills; self-starter.

Title: Geographic Information Systems (GIS) Administrative Support

Prepares GIS mapping and pre-plan documents and distribution; maintains map books for engine companies/ Operations Division; tracks fire inspection workload and pre-fire planning; inputs information into GIS data systems.

Qualifications: Knowledge of Computer Aided Drawing (CAD); experience with GPS devices and GIS.

CATEGORY: ADMINISTRATION

Title: Web design/maintenance volunteer

Assists with maintenance and or design of features for department web site.

Qualifications: Considerable knowledge of computer web site design and programs

Title: Grant Writer

Searches for grants, writes grant applications, and assists with grant management.

Qualifications: Related work experience; good writing skills.

Title: Newsletter Editor

Writes articles and develops newsletters for the community and/or department staff.

Qualifications: Ability to communicate effectively both verbally and in writing; good computer skills.

Title: Information Technology Specialist

Assists with computer systems set-up, diagnosis and repair, web site set-up and maintenance. Note: This position has connectivity to multiple categories (i.e. Support, Outreach).

Qualifications: Knowledge of networks, Internet, and any combination of education and experience that would provide the knowledge and skills necessary to carry out the above duties.

Title: Office Assistant

Assists with answering phones, front desk customer service, filing, word processing, and general office duties.

Qualifications: Good phone and communication skills, quick learner, basic computer skills.

Title: Photographer/Videographer

Photographs special events, department events, and emergency incidents. Note: Can support multiple areas/categories.

Qualifications: Must have access to appropriate equipment and knowledge of digital camera and/or video and various lenses (supplies may be provided by the department).

Title: Program Coordinator

Coordinates the recruitment, selection, and assignments of other volunteers within the volunteer program; may support multiple areas and categories.

Qualifications: Experience in supervision and/or management of people; multi-tasker; highly developed skills in problem resolution; adaptable to change; basic computer skills.

Title: Public Relations Coordinator

Ombudsmen; assists with outreach and recruiting additional Fire Corps members; may support multiple areas and categories.

Qualifications: Organized and can work unsupervised; good communication skills; professional in appearance and approach; problem solver; sensitive to a diverse community with diverse issues; self starter.

Title: Special Events Coordinator

Schedules, promotes, organizes, and directs special events.

Qualifications: Organized and can work unsupervised; good communication skills; self starter.

Title: Vintage Fire Apparatus Restoration

Restores vintage apparatus for historical, educational, and special event value; researches and locates necessary parts; performs repair work; and schedules necessary outside work and donations.

Qualifications: Mechanical aptitude and interest.

CATEGORY: FIRE PREVENTION

Title: Fire Prevention Coordinator

Develops fire prevention program for the department along with an implementation plan.

Qualifications: Experience in teaching, lesson plan creation, and knowledge of standard office software applications such as Word, Excel, and Access.

Title: Fire Safe Clearance Inspector (Urban-Wildland Interface)

Assists with the conduction of inspections of public facilities and private residences to ensure adequate fire clearances in the urban-wildland interface areas.

Qualifications: Knowledge of local fire code and ordinances; customer service skills; valid driver's license; good driving record.

Title: Home Fire Safety Coordinator

Assists with contacting residents and offering fire prevention tips for making the residence safer; conducts home smoke alarm tests and installations upon request.

Qualifications: Good phone skills; good public speaking skills; ability to learn elements of fire prevention and safety information; minimal mechanical aptitude.

Title: School Fire Safety Coordinator

Assists with contacting schools and delivering fire prevention presentations to schools to increase their safety; conducts school fire safety inspections and witnesses school evacuation drills upon request.

Qualifications: Good phone skills; good public speaking skills; ability to learn elements of fire prevention and safety information.

Title: Translator/Interpreter

Assists department responders in communicating with non-English speaking residents during emergency incidents; promotes public safety and fire prevention; outreach.

Qualifications: Bilingual; good communication skills; ability to handle high-stress situations.

Title: Abandoned Vehicle/Weed Abatement Program Volunteer

Inspects private and public lands to ensure compliance with local ordinances relative to noxious weeds, vegetation and abandoned vehicles.

Qualifications: Knowledge of local fire code and ordinances, customer service skills, valid driver's license, and good driving record.

Customer Service Representative

Greet clients, assist with the completion of standard forms; assist with processes and issues permits, phones, filing, word processing, run errands, general office

Qualifications: Good customer service skills, knowledge of building, inspection and burn permit procedures, knowledge of standard office software applications such as Word, Excel, and Access.

Construction Volunteer

Constructs props for training and public education programs

Qualifications: Carpentry skills

Fire Lobby Greeter

Assists citizens and visitors by directing customers to the appropriate service areas, answer simple questions to assist the public at the front counter and phone inquiries

Qualifications: Out-going personality be patient and comfortable working with a diverse population and possess the ability to get along with people, multi-lingual a plus factor

Special Events Volunteer

During special events staff information booths, department programs, activities and other duties

Qualifications: Outgoing personality, comfortable with diverse groups and ability to get along with people.

CATEGORY: SUPPORT SERVICES / EMERGENCY INCIDENT

Title: Crisis Intervention Specialist

Provides crisis intervention and counseling to community members during and following significant incidents.

Qualifications: Applicable para-professional training in crisis intervention.

Title: Food Unit Coordinator

Assists with procuring supplies, food, and beverage service for the incident, including remote locations and to personnel unable to leave their position of tactical field assignment.

Qualifications: Knowledge of local purchasing and supply restrictions and requirements; knowledge of current nutritional and public health guidelines for emergency workers; ability to complete detailed reporting requirements.

Information Officer Support Volunteer

Provides support to the Information Officer in assembling and disseminating incident specific information

Qualifications: Ability to read and write English proficiently, basic computer word processing skills and required.

Facilities Unit volunteer

Assist the Facilities Unit Leader in the maintenance and operation of incident facilities, including clerical support

Qualifications: Basic knowledge of principles of sanitation; experience with light carpentry, plumbing, etc.

Ground Support Volunteer

Assist Ground Support Unit Leader in the receiving and distribution of supplies for the incident, including transportation of personnel; may include participation in Traffic Plan enforcement; may assist with demobilization process

Qualifications: Appropriate level of Texas Driver's License; knowledge of local area

IT Technical

Assist communications Leader

Qualifications: Extensive background in networks with the design, deployment, maintenance and collection of Information Technology equipment, including radios, computers, printers, and network equipment

Messenger Volunteer

Provide assistance in the Message Center, taking and distributing messages throughout the incident

Qualifications: Ability to read and write English and possession of a current driver's license.

Title: Radio Operator

Assists the Incident Communications Manager in the set-up and operation of radios and the Incident Communications Unit.

Qualifications: Knowledge of theory and operations of fire and emergency service communications, radios, and radio systems.

Title: Responder Rehabilitator

Provides support to medical unit in the

deployment and operation of the rehab facility; may perform tasks within the facility if trained.

Qualifications: Knowledge of operating principles of a rehab facility; experience with delivery of emergency medical services is helpful.

CATEGORY: SUPPORT SERVICES / EMERGENCY INCIDENT

Supply Unit Volunteer

Supports and assists the Supply Unit Leader in ordering, receiving and storing of supplies for an incident

Qualifications: Experience in Warehouse and/or procurement settings preferred

Check in Station Volunteer

Assists the Resources Unit Leader by performing the Check-in/Status Recorder tasks as outlined.

Qualifications: Knowledge of area resources required; ability to use a check-in and tracking system to assure that resources are accounted for

Damage Inspection Team Volunteer

Provides clerical assistance to the Damage Inspection Technical Specialist, documentation of inspection of damaged and potentially damaged properties, including infrastructures, environmental, transportation and improved properties

Qualifications: proficient in word processing and other skills. Ability to work with the public.

Weather Spotter

Provides updated weather observations to the Planning Section and maintains contact with local NOAA National Weather Service office.

Qualifications: Designation as an NWS “Weather Spotter”, ability to read and write English proficiently, knowledge of local weather and micro-climate

CATEGORY: TRAINING INTERNAL/PUBLIC

Title: Adjunct Faculty

Assists in the delivery of specific subject matter based on the individual’s area of expertise.

Qualifications: Knowledge of adult learning concepts; instructional design and/or delivery experience; subject-matter expertise.

Title: Audio/Visual Support Technician

Assists the training officer, guest instructors, lecturers, and presenters with setting up multimedia presentations and videos.

Qualifications: Knowledge of computers and presentation software; ability to interface computers with P/C projector, audio systems, and VCR and/or DVD players; ability to develop slide presentations such as PowerPoint and add graphics, photographs, video clips, documents, and maps to enhance the presentation.

Title: Course Support Specialist

Assists in the scheduling of departmental training activities; maintains training “master” calendar; schedules training classrooms and drill grounds.

Qualifications: Ability to use personal computers and standard software applications such as Word, Access, and Excel.

Title: Department Librarian

Catalogs and maintains inventory of training materials such as textbooks, magazines, training manuals, instructional materials, and other media.

Qualifications: Use of personal computers and database programs; ability to communicate effectively, both verbally and in writing; ability to categorize and supervise storage.

CATEGORY: TRAINING INTERNAL/PUBLIC

Title: E-Learning Specialist

Assists with the development and delivery of online learning programs; web site development; interacts with various divisions to ascertain appropriate information to place on the Internet.

Qualifications: Above average knowledge of computer systems, online learning design, and delivery methodologies pertaining to the Internet and HTML.

Title: Fire/EMS Training Role Player

Assists the Training Officer in providing training to department personnel and the public as a role player.

Qualifications: Outgoing personality; available to work various hours of the day.

Title: Language Instructors, Tutors, and Interpretive Services

Provides classes or personal tutoring in basic second language instruction to department members.

Qualifications: Ability to speak, read, and write

English and a second language that is appropriate for the demographics of the jurisdiction and the ability to impart knowledge to others; previous teaching experience preferred but not required.

Title: Records Management Specialist

Assists in the maintenance of training records.

Qualifications: Ability to use personal computers and standard software applications such as Word, Access, Excel, and others; good organizational skills.

Title: Training Materials Publisher

Creates training programs and curricula, student materials, training brochures, course catalog, and marketing brochures.

Qualifications: Knowledge of desktop publishing and graphic design methodologies; proficient in design and presentation software.

CATEGORY: LOGISTICS-SUPPORT

Title: Mechanics Assistant

Light mechanics and parts driver

Qualifications: Possession of valid driver's license; knowledge of and aptitude for light automotive mechanics

Title: Warehouse Operations Volunteer

Provide support in inventory control and delivery of supplies

Qualifications: Physical ability to lift at least 50 lbs. and experience in Warehouse and/or procurement settings preferred

Title: PPE Technician/Records Volunteer

Assists with Personal Protective Equipment maintenance and record keeping

Qualifications: Capable of lifting at least 30 lbs., basic computer skills

Title: SCBA Assistant Volunteer

Assists in Regional Self Contained Breathing Apparatus maintenance and repair facility with required maintenance and testing, and in the field with operation of Mobile Air and Repair units

Qualifications: Capable of lifting at least 50 lbs., basic mechanical aptitude, some computer skills could be helpful.